

Request For Citywide Transfer

This form is used to indicate your interest in being considered for other City positions assigned your current classification and employment type (full-time, part-time, limited, regular, etc.). Once your name is added to the Transfer List, it will be included with any other names forwarded to City departments for consideration when filling a vacancy for your classification and employment type. Your name will remain on the list for one (1) year from the date you submit this form to the Civil Service Commission. **Please note: It is your responsibility to notify the Civil Service Commission of any change in name, address, phone number or work status so that we may provide requesting divisions accurate information.**

Questions regarding this process may be directed to the Applicant and Employees Services Unit at (614) 645-8369.

Employee Data

Date: _____ Social Security Number: _____
Name: _____
Address: _____
City _____ State: **Ohio** Zip Code: _____
Home Phone: _____ Work Phone: _____

Current Position Data

Present City Department/Division: _____
Present Job Classification: _____
Is your current position: ☐ Full-time or ☐ Part-time
☐ Regular or ☐ Limited
Employee Signature: _____ Date: _____

For Civil Service Commission Use Only

Department/Division: _____ Appointment/Employment Type: _____
Request Approved: ☐ Yes ☐ No Initials: _____ Date: _____